JOB DESCRIPTION

JOB DETAILS

Job title: Advanced Clinical Practitioner Mental Health (ARRs)

Job code: **GHC735**

Band: 8a

Location: Inner City Gloucester Primary Care Network GP surgeries.

Accountable to: Deputy Service Director, Adult Community Mental Health and GP Mental Health Lead

JOB PURPOSE

This is an exciting and innovative opportunity for an advanced Clinical practitioner to work within Inner City Gloucester PCN. The role will be outward facing and will link seamlessly with the Gloucestershire Health and Care (GHC) NHS Foundation Trust.

You will work autonomously alongside a multidisciplinary team. You will work closely with the GPs and the PCN Social Prescriber Link Workers (SPLW) to improve health and wellbeing opportunities and help to address wider determinates of health using an MDT approach.

The role will have two distinct elements. Firstly, working as a clinician as part of the ARRs team. Secondly to fulfil a leadership role in support of the senior clinicians and management of the Inner City Gloucester PCN. The time split of patient facing and leadership to be 80% clinical and 20% leadership role.

DIMENSIONS

Leadership role within Inner City PCN:

- In close partnership with the PCN and GHC, develop the current ARR's role ways of working to adapt to the growing demand.

- Develop and continuously improve the weekly MDT making it a useful space for learning, development and support.

- Lead the development and analysis of enhanced access services relating to Mental Health including group work.

- Provide education opportunities and content for the PCN at PLT's and other practice learning events.

- Support with serious incident learning.

- Lead on IIF and QOF indicators relating to mental health.

- Develop the relationship with GHC and other MH service providers and support transformation work including ICP
- Analyse data and conduct auditing to develop and improve the service offer.

Leadership role within the ARR's team across Gloucestershire:
- Promoting and sharing best practice.
- Providing ad hoc advice and guidance and playing an active role in peer supervision.
- Modelling transformation and change within Inner City Gloucester and promoting, sharing, and supporting the roll out of this work.
- Sharing educational content.

The role will provide networking and navigation to promote ease of access to a range of community and specialist mental health support services. You may work within a number of GP practices in the Primary Care Network and you will agree the most effective allocation of time to each GP practice with the PCN Lead. Signposting patients and utilising 3rd party services and developing these relationships.

The successful applicant will have successfully completed an MSc in Advanced Clinical Practice or be working towards it (for which a band 7 will be paid until completion) and advanced supervision in line with Health Education England's capability requirements.

The postholder may be required to work across a range of Gloucestershire Primary Care bases.

CORE KEY RESPONSIBILITIES

Clinical Responsibilities

- As a non-medical prescriber, you will apply the principles of safe prescribing within national guidelines and the Trust Policy for medication management
- Initiate medication in-line with practice and GHC protocols where appropriate and within sphere of qualifications
- Review medication for therapeutic effectiveness appropriate to patient needs and in accordance with evidence-based practice and national and practice protocols and repeat prescription in line with clinical assessments and protocols.
- Develop, implement and share the highest quality innovative evidence based clinical practice.
- Receive clinical supervision in order to clinically improve knowledge.
- Identify own personal development and educational needs to work at an advanced level.
- To provide ad hoc advice and support to clinical colleagues in relation to patients complex mental health issues.

- Use highly developed communication skills in working with people to understand their personal and often very sensitive difficulties, recognising the need for varying methods of communication to overcome different levels of understanding, cultural background and preferred ways of communicating.

- Assess, plan, implement and evaluate individual treatment plans for patients including assessing patients for suitability for psychological interventions and medical treatment.

- Exercise autonomous professional responsibility for the assessment and treatment of patients in line with the service and agreed protocols.

- Work with other health and social care professionals to assess, treat and monitor management of patients in line with national and local policies and practice needs.

- Promote and deliver the care to patients required to manage the demand of the quality and outcomes framework as appropriate.

- Work with patients to support engagement with appropriate services and treatment, which may include onward referral to mental health services or signposting to other psychological therapy services within Primary Care and the voluntary sector e.g. IAPT or to the MHICT Services and so on supporting the practices.

- Keep coherent records of all clinical activity in line with service protocols on the GP records systems.

- Lead in the production of clinical protocols and pathways to ensure high levels of conformance to GP QOF objectives

- Develop and implement audit protocols, guidelines and operational procedures and policies in conjunction with the operations manager.

Professional Responsibilities

- Adhere to the delivery of the 4 pillars of advanced clinical practice.

- Provide specialist advice and consultation to other clinicians and staff at the practice on matters related to the practice and delivery of psychological and mental health care and service provision.

- Assume leadership role within existing multi-disciplinary meetings relating to referrals or patients in treatment and facilitate development of multi-disciplinary meetings where appropriate.

- Practice in accordance with respective codes of conduct and scope of practice being responsible and accountable for decisions, actions and omissions at this level of practice.

- Deliver care in accordance to NICE guidelines and contemporary evidence-based care.

- Access effectiveness of care delivery through self and peer review, benchmarking and formal evaluation.

- Challenge poor practice and take appropriate action making full use of current support systems.

- Provide a positive, compassionate role model to colleagues to ensure the delivery of person-centred care.

- Work as an effective and responsible primary care practice team leader, supporting others and exploring the mechanisms to develop new ways of working.

- Produce accurate, contemporaneous and complete records of patient consultation, consistent with legislation, policies and procedures and in line with local practice.

- Prioritise, organise and manage own workload in a manner that maintains and promotes quality.

- Participate in the maintenance of quality governance systems and processes across the practice.

- Use practice computer systems accordingly in line with practice policy.

- Support the use of the GHC Trust audit cycle as a means of evaluating the quality of the work of self and the team, implementing improvements where required as agreed.

- Participate in the management of patient complaints when requested to do so and participate in identification of any necessary learning brought about through clinical incidents and near-miss events.

- Work within local and national policy and guidance relating to vulnerable and abused children and adults, being aware of statutory child/ vulnerable adult health procedure.

- Work within policies regarding family violence, safeguarding children, vulnerable adults, substance abuse and addictive behaviour, and refer as appropriate.

- Delegate clearly and appropriately, adopting the principles of safe practice and assessing competence.

- Prioritise own workload and ensure effective time-management strategies are embedded within the culture of the team.

- Act as a clinical leader to the Primary Care Network, ensuring that the needs of the patient are the priority.

Operational

- Participate in the maintenance of quality governance systems and processes across the ARRs role in relation to the PCN's mental health care delivery.
- Collaborate on improving the quality of health care in partnership with other clinical teams, responding to local and national policies and initiatives as appropriate.
- Ensure referrals into or onward from the service are co-ordinated and work collaboratively with GP reception staff, GP's and other practice staff to ensure safe pathway management.
- Contribute and participate in the development of local guidelines, protocols and standards.
- Actively promote the workplace as a learning environment, encouraging everyone to learn from each other and from external good practice.

Training and Development

- Take responsibility for own development, learning and performance including participating in clinical supervision and acting as a positive role model.

- Support and participate in providing training and shared learning across the ARRs team, practices and wider organisation, including providing ad hoc specialist advice and information relating to mental health.

Risk Management

- Assume leadership in the management and assessment risk, ensuring adequate measures are in place to protect staff and patients.

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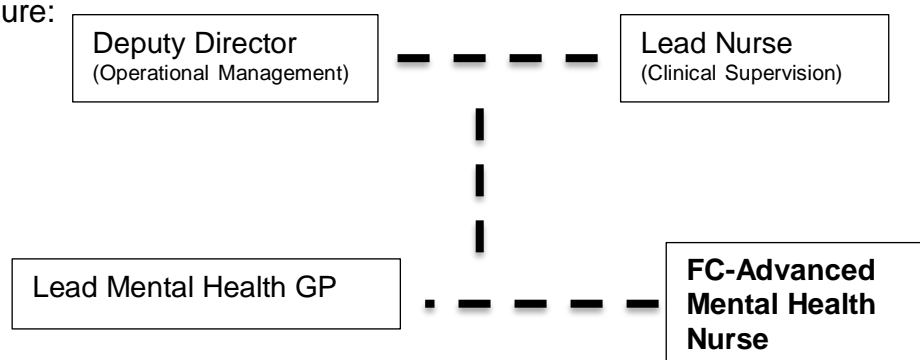
- Monitor work areas and practices to ensure they are safe and free from hazards and conform to health, safety and security legislation, policies, procedures and guidelines.

- Apply infection-control measures within the practice according to local and national guidelines.

- Inform and apply policies that reduce environmental health risks, are culturally sensitive and increase access to health care for all.

- Participate in the local implementation strategies that are aligned to the values and culture of general practice.

- Utilising Information and technology as an aid to management in planning, implementation and monitoring, presenting and communicating information.

- Review and process data using accurate Read codes to ensure easy and accurate retrieval for monitoring and audit processes. Manage information searches using the internet and local library databases, for example, the retrieval of relevant information for patients on their condition.

- Understand the responsibility of self and others regarding the Freedom of Information Act.

- Collate, analyse and present clinical data and information to the team using appropriate charts and/ or graphs to enhance care.

Learning and Development

- Be prepared to disseminate learning and information gained to other team members in order to share good practice and inform others about current and future developments.

- Keep abreast of current evidence-based clinical research and disseminate to the wider team. Engage in undertaking evidence-based research with a view to publication.

- Assess own learning needs and undertake learning as appropriate.

- Provide an educational role to patients, carers, families and colleagues in an environment that facilitates learning.
- Play a role in supervision and mentorship for ARRs clinicians and other practice staff.
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ORGANISATIONAL CHART

Matrix structure:

Deputy Director (Operational Management)	- - - -	Lead Nurse (Clinical Supervision)

| Lead Mental Health GP | - - - - | **FC-Advanced Mental Health Nurse** |

You will be supported by and report to a named lead GP in the designated Practices on a day-to-day basis and will receive clinical support through peer supervision with additional supervision from a psychiatrist.

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Professional (Mental Health) leadership, management and clinical supervision is provided by via the Deputy Director and Lead Nurse (Adult MH) within GHC Trust.

COMMUNICATIONS AND WORKING RELATIONSHIPS

- To operate as a full member of the primary care team, contributing to leadership, service evaluation/improvement and research activity
- Community services including social prescribers
- MHICT and IAPT Staff
- Secondary Mental Health Service Staff

EFFORT AND HEALTH & SAFETY FACTORS

- Combination of sitting, standing and walking
- Occasional light lifting of paperwork.
- Long periods of intense concentration are required regularly throughout the shift
- Frequent concentration on patient treatment
- Frequently dealing with potentially distressing/upsetting situations
- Occasionally highly distressing or emotional circumstances
- Occasional verbal aggression
- Possible exposure to bodily fluids as part of clinical practice

MOST CHALLENGING PART OF THE JOB

- Working across several GP practices and working to the Primary Care GP system of Consultation/Intervention, comprising higher volume and shorter appointments with multiple consultations per clinic. Undertaking the role of an ARRs nurse in its entirety and in addition the additional responsibilities of an advanced clinician within the team

GENERIC RESPONSIBILITIES – ALL POST / ALL EMPLOYESS

The following are applicable to all posts and all employees:

Trust Values

The post holder will be expected to work in line with the Trust values which are:

- Working together
- Always improving
- Respectful and kind
- Making a difference

General Duties

To undertake any other reasonable duty, which is appropriate to the band when requested by senior staff.

To be familiar with and comply with all Trust and departmental policies, procedures, protocols and guidelines.

To demonstrate an understanding and commitment to Trust values and Staff Charter.

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Professional and Personal Development

All staff must ensure that they are aware of their responsibilities by attending the Trust Mandatory Training and Induction programme.

All staff will have a formal appraisal with their manager at least every 12 months. Once performance/training objectives have been set, the staff member's progress will be reviewed on a regular basis so that new objectives can be agreed and set, in order to maintain progress in the service delivery.

Those with management/supervisory responsibility are required to ensure that their direct reports have an appraisal in line with Trust policy.

All staff will be expected to take responsibility for their own professional development and will be supported by the Trust to achieve development opportunities as appropriate.

Infection Control

All staff have a responsibility to ensure that infection control policies, procedures and guidelines are adhered to and to support the Trust's commitment to preventing and controlling healthcare associated infections (HAI).

Health and Safety

All staff have a responsibility to maintain health and safety of self and others within the performance of duties in accordance with Trust health and safety policies, and to undertake specific health and safety responsibilities as directed. All staff have a responsibility to adhere to the Trust's Risk Management Policies & Procedures.

All staff are required to contribute to the control of risk, and must report immediately any incident, accident or near miss involving patients, service users, carers, staff, contractors or members of the public using the Trust Datix system.

Confidentiality

All staff may gain or have access to confidential information about the diagnosis or treatment of patients, information affecting the public, private or work-related staff information, or Trust matters. A breach of confidentiality will have occurred where any such information has been divulged, passed (deliberately or accidentally) or overheard by any unauthorised person or person(s). Breaches of confidentiality can result in disciplinary action, which may involve dismissal.

All staff must maintain a high standard of quality in corporate and clinical record keeping, ensuring information is always recorded accurately, appropriately and kept up to date. Staff must only access information, whether paper, electronic or in other media which is authorised to them as part of their duties.

All staff must ensure compliance with the data protection legislation.

Safeguarding: Adults and Children (Section 11 of the Children Act 2004)

Safeguarding: Adults (Care Act 2014) and Children (Section 11 of the Children Act 2004)

Every member of staff has a responsibility to be aware of and follow at all times, the relevant national and local policy in relation to safeguarding children and safeguarding adults. This includes keeping up to date with relevant training and seeking supervision.

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Freedom of Information

All members of staff must be aware of their responsibilities under the Freedom of Information Act 2000. The Act gives individuals or organisations the right to request information held by the Trust. Staff must manage information they hold in such a way that meets the requirements of the Act. All requests for disclosures under the Act must be passed to the Freedom of information Officer.

Working on Non-Trust Premises

All staff when working on non-Trust premises are bound by Trust policies and procedures, including home working policy; IT security policy; email and internet acceptable use policy information.

Smoke Free Premises

The Trust is committed to protecting and improving the health and welfare of staff, service users, carers, visitors and contractors, and protecting smokers and non-smokers from the health dangers of second-hand smoke. Therefore, all Trust premises are 'smoke free' and staff (and external contractors and visitors) must refrain from smoking in Trust buildings, vehicles and grounds.

Diversity and Promoting Dignity at Work

The Trust recognises the contribution of all employees to deliver responsive and quality services. We expect staff to value and respect the diversity of those who use or contact our services and to respond to the differing and diverse needs of others. We aim to have an environment free of bullying or harassment which would create an intimidating and unpleasant atmosphere impacting on staff wellbeing and service delivery. We want staff to be able to report issues knowing they will be dealt with promptly and sensitively.

All forms of bullying and harassment are unacceptable and will not be tolerated.

Data Quality

The Trust recognises the role of reliable information in the delivery and development of its services and in assuring robust clinical and corporate governance. Data quality is central to this and the availability of complete, comprehensive, accurate and timely data is an essential component in the provision of high-quality mental health services. It is therefore the responsibility of all staff to ensure that where appropriate, information is recorded, at all times, in line with the Trust's Policy and Procedures for Data Quality

This job description seeks to provide an outline of the duties and responsibilities of the post. It is not a definitive document and does not form part of the main statement of Terms and Conditions. The job description will be reviewed as part of the annual appraisal process and will be used as the basis for setting objectives.

Physical Intervention Descriptors

Working Well Pre-employment Assessment

Breakaway – Practical training in Breakaway techniques is intended to enable staff to reduce the likelihood, and risk of personal injury due to aggressive verbal or physical behaviour of others by providing evasion and self-protection strategies **(clinical and non-clinical)**. Training involves a degree of physical exertion; trainees are required to stand for

the duration of the practical training session and to make controlled body movements. This will include the ability to adopt a stable body position to prevent being pulled or pushed off balance, be able to shift body weight rapidly, and to achieve some limited rotation of the torso.

PERSON SPECIFICATION

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Location: Inner City Gloucester Primary Care Network GP surgeries.

Accountable to: Deputy Service Director, Adult Community Mental Health and GP Mental Health Lead

QUALIFICATIONS	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
Registered Mental Health Practitioner, e.g. Mental Health Nurse (RMN)	Essential	Certificates NMC Register
Completion of an MSc in Advanced Clinical Practice	Essential	Certificates
Completion of supervision of suitability for advanced practice in accordance with HEE guidelines.	Essential	Signed
Non-Medical Prescribing	Essential	NMC Register

LENGTH AND / OR NATURE OF EXPERIENCE	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
Significant, recent clinical experience in the assessment of mental health at Band 7 level.	Essential	Application form Interview Assessment
Front line experience of using advanced assessment skills especially in determining the nature and severity of mental illness/health (functional and organic) and differentiation between physical and mental health symptoms and conditions.	Essential	
Extensive working knowledge of the makeup of the wider health and social care community including statutory and non-statutory services	Essential	

and direct experience of multi inter-agency working and collaboration.		
Detailed working knowledge of how specialist mental health services are organised and operate, where and how they fit into the health and social care community.	Essential	
Contemporary experience of working in a primary care setting.	Desirable	
Experience of assessment and management of patients with mental health conditions in a primary care setting.	Desirable	
Experience of the wider community mental health service in recovery / crisis teams.	Desirable	

PROFESSIONAL / MANAGERIAL / SPECIALIST KNOWLEDGE	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
Expert understanding of mental state examination and mental health treatment and formulation.	Essential	Application form Interview Assessment
Expert understanding of risk assessment/management and its documentation.	Essential	
Understanding of local mental health teams and referral policies.	Essential	
Understanding of the pressures on primary care assessments and how to undertake appropriate assessments in limited time appointments.	Essential	
Confident to work without explicit supervision.	Essential	
Understanding of signposting and services that are available in Gloucestershire other than a clinical disposal.	Desirable	
Local knowledge of range of community-based support services available for people with mental health problems	Desirable	

PERSONAL SKILLS ABILITIES AND ATTRIBUTES	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
Resilient and able to manage a significantly different, fast-paced workload in primary care.	Essential	Interview Assessment
Effective time management.	Essential	
Ability to manage competing demands and different expectations across systems.	Essential	
Strong commitment to primary care team working.	Essential	
Flexible in undertaking this role that spans relationships between primary and secondary care.	Essential	
Calm but assertive in managing clinical situations and interfaces with teams.	Essential	
Highly developed active listening skills, which allow for reframing and testing of understanding.	Essential	

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Highly developed written communication skills, with experience of compiling and sorting notes and reports, establishing statistical data and analysing information.	Essential	
Substantially developed IT skills with an understanding of Microsoft Office and to demonstrate a willingness to embrace new technology and processes.	Essential	
Well organised, comfortable working under pressure and within time constraints.	Essential	
Confident working independently and as part of a multi-disciplinary team.	Essential	
Willingness to collaborate and share care	Essential	
Ability to undertake all statutory and mandatory training including Breakaway (subject to Occupational Health clearance)	Essential	
Capacity to make decisions and hold risk as appropriate.	Essential	

OTHER REQUIREMENTS	ESSENTIAL OR DESIRABLE	METHOD OF ASSESSMENT
This post will require the appointed candidates to transport themselves between various GP Practices in order to complete the full range of their duties; therefore, they will need to be independently mobile.	Essential	Interview Assessment
Full UK Driving licence plus use of own transport for business purposes	Desirable	